

TERMS OF REFERENCE

Post title:	Senior International Consultant Support Design and Facilitation of a Technical Needs Assessment for Myanmar's Ceasefire Joint Monitoring Committee (JMC)
Type of contract:	International Consultant (individual contract)
Duty Station:	Yangon, Myanmar, with travel to states/regions
Duration:	53 days (between 15 May and 15 July 2017)
Expected start date:	15 May 2017
Reports to:	Team Leader Pillar 1

A. Consultancy Background

On 15th October 2015, the Government of Myanmar (GoM) and eight Ethnic Armed Organizations (EAOs) signed a Nationwide Ceasefire Agreement (NCA) signaling the start of a new effort for political dialogue to end the country's armed conflict. The NCA sets-up a Joint Ceasefire Monitoring Committee (JMC) as the key instrument to implement provisions of the NCA, monitor adherence (of the parties) to the Code of Conduct, investigate alleged violations and undertake problem-solving functions.

The JMC is a tripartite political mechanism, comprising of Government/Tatmadaw, EAO and civilian representatives, and follows a cascading structure from union, to state/region to local levels (JMC-U, JMC-S/R and JMC-L). Where the JMC is a political structure, the Technical Secretariat Center (TSC) functions as its implementation arm, and inter alia, follows a similar cascading structure from union, to state/region to local levels (TSC-U, TSC-S, and TSC-L). The JMC and TSC have been in operation for over one year, although its committee and secretariat structures are not fully set-up or are operating at nominal levels. Over the past one year, the JMC has convened committee meetings, undertaken some training for JMC members and TSC staff, drafted and put in place a number of Standard Operating Procedures (SOPs), and undertaken pilot Monitoring, Verification and Reporting (MVR) missions.

On 24 February 2016, the JMC requested the United Nations (UN) for institutional, financial and technical support. On 16 May 2016, the Office of the State Counsellor advised the UN to support the JMC in the interim and to prepare a Myanmar-based UN platform for longer-term support. Following these requests, on 1 June 2016, the United Nations Development Programme (UNDP) initiated a 3-month interim (financial) support to the JMC, subsequently extended until end-December 2016, to bridge the time needed to set-up the Platform. On 23 February 2017, the JMC Support Platform received formal approval from the Joint Coordination Body (JCB). Preparations are currently underway to operationalize the project and to mobilize the full resources required.

The JMC Support Platform, established and managed in-country; will serve as a conduit for international assistance to, and providing coordinated financial, institutional and technical assistance in support of the JMC's mandate and functions vis-à-vis the NCA.

One of the key results of the JMC Support Platform is to provide technical assistance to the JMC, to ensure that its functions are effective, credible and informed by international humanitarian law and international human rights law. In order to provide this assistance, the JMC Support Platform plans to undertake a comprehensive technical needs assessment (TNA) during the inception period of the project.

Against this background, UNDP on behalf of the UNRCO wishes to identify a senior international consultant to design and undertake the TNA.

B. OBJECTIVES

The **objective** of a Technical Needs Assessment (TNA) is to support the JMC to identify its capacity needs/gaps to fulfil its monitoring, verification and conflict resolution mandate under the NCA, and with the support of the *JMC Support Platform*, put in place plans to meet these needs or fill these gaps.

The expected result is that the TNA will provide a foundation for prioritizing, sequencing and planning the technical assistance, capacity-development and training to be organized and facilitated for the JMC by the *JMC Support Platform*. With this TNA, the JMC will be able plan and receive tailored and coherent technical assistance and undertake its capacity-development and training activities against identified priorities and needs.

Findings of the TNA must be reflective of international good practices on ceasefires, well-attuned to the NCA process and accompanying military and socio-political realities of the national context, and fully understood and validated by the JMC (Tatmadaw, EAOs and Civil Society members), including its senior leadership represented in the JMC-U.

C. SCOPE OF WORKS, PROCESS AND DELIVERABLES

Under the direct supervision of UNDP Pillar 1 Team Leader and in collaboration with the UN Peace and Development Advisor, the consultant will undertake the following scope of work:

The TNA will look at both institutional capacity development needs including structures, systems, processes and policies, as well as individual-level capacity needs including specialized skills and knowledge (awareness of mandates and duties, skills and capacities to undertake duties, sensitivity to cross-cutting issues such as protection and gender etc.). The focus will be to design and implement a process that is fully reflective of the mandate of the JMC as given by the NCA as well as of the existing skills, capacities and knowledge of the key stakeholders involved in the JMC.

The TNA will be a participatory exercise. The implementation will be led by the Consultant in partnership with the TSC, and with support and quality assurance from the UN/UNDP teams. The TNA will aim to consult and outreach a broad section of JMC members and TSC personnel at union, state/region and local levels, as well as relevant external stakeholders.

Based on the methodology eventually selected, it is expected that the TNA data collection will be both quantitative and qualitative. It is expected that the data-collection will be

undertaken by the Consultant and the TSC staff and with support and quality assurance from the UN/UNDP teams.

The assessment process will be undertaken in 4 principal stages:

1. Preparation and Methodology design

- The groundwork for the TNA will be laid at this stage, including the joint conceptualization of the assessment, the selection and development of tools, the identification of the sample, and the development of a detailed competency profiles. Data review of all existing JMC normative documents and policies, and work plans
- Review of trainings and capacity-building activities (exposure tours etc.) previously supplied to the JMC, including training curricula
- Facilitate design discussions with JMC and TSC
- Design of a basic competency framework against which the present institutional set up and the knowledge, skills and capacities are being assessed. This will differentiate among different requirements for members of the JMC and TSC in diverse roles. The focus of the TNA will be on the substantive Monitoring, Verification and Conflict Resolution functions of the JMC.
- Design the methodology for data collection and research tools (i.e. survey, interview guide etc).
- Present TNA methodology to JMC and *JMC Support Platform* for validation and approval (including assessment objective, competency framework, target group, approach/strategy, size and structure of sample, methods of data collection, implementation plan).

2. Roll-out (will follow agreed data collection methodology)

The assessment process will depend on the choice of methodology. It is assumed that a combination of interviews, focus group discussions, individual interviews and survey/questionnaire will be applied. The data-collection will reach JMC members at union, state/region and local levels, TSC staff at union, state/region and local levels, and also key external stakeholders including local level civilian ceasefire monitors, civil society and communities in target states/regions.

- Train data collection teams. Carry-out the data collection
- Data analysis
- Prepare and present a report on preliminary findings to JMC and *JMC Support Platform*

3. Report and Response Plans

- Draft final TNA report
- Draft technical assistance and capacity-development plan that outlines TA and training activities against immediate, medium-term and long-term horizons
- Present report and plan to JMC and *JMC Support Platform*, to validate findings and plan
- Finalize TNA and response plan.

<i>Activity</i>	<i>Deliverable</i>	<i>Days</i>	<i>Arrangements</i>
Design methodology	Validated methodology and finalized data collection tools	15 working days	Yangon

Training	TSC staff and UN/UNDP personnel trained on data collection tools and method	3 working days	Yangon
Assessment	Field work Initial data analysis Presentation of preliminary findings	25 working days	TBC following design methodology phase
Report and response plans	Draft TNA report and plan Final TNA report and plan	10 working days	Yangon

D. Qualifications of the Successful Individual Contractor

- Master's Degree or equivalent Advanced Degree in Economics, Social Sciences, International Relations, Political Sciences or in a related field of expertise.
- A minimum of 10 years of working experience in one or more of the following areas: ceasefire monitoring, security, peace process support, peace infrastructures or peacebuilding in an international conflict or post-conflict context. Experience in ceasefire monitoring will be considered an asset.
- Proven experience in designing and undertaking similar technical needs assessments.
- An in-depth understanding of military affairs and UN/UNDP role in peacebuilding, and significant leadership experience in both the military and UN/UNDP peace work.
- Significant leadership experience in UN peace work in which ceasefire issues were relevant issues, and experience engaging with state and non-state actors on related matters.
- Significant leadership experience in UN peace work in the regional context, and capacity to share perspectives on the UN role in these processes with national stakeholders.

E. Application Procedures – please ensure that the following items are uploaded as one package.

- A duly completed Letter of Confirmation/Interest using the template provided by UNDP;
- A Personal CV and P11 indicating all past experiences from similar assignments as well as contact details (email and telephone number) of the candidate and at least 3 professional references;
- A technical proposal (no more than 2 pages) presenting the offeror's methodology, approach and implementation plan for the assignment;
- A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided;

- If the offeror works for an organization/company/institution and he/she expects his/her manager/employer to charge a management fee in the process of releasing him/her to UNDP), he/she must indicate this at this point, and ensure that all such costs are duly incorporated into the financial proposal.

F. Selection Criteria

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). The technical review will consider:

Qualifications and a Technical Proposal as per following criteria:

Criteria		Points Obtainable
1	Master's Degree or equivalent Advanced Degree in Economics, Social Sciences, International Relations, Political Sciences or in a related field of expertise	10
2	A minimum of 10 years of working experience in one or more of the following areas: ceasefire monitoring, security, peace process support, peace infrastructures or peacebuilding in an international conflict or post-conflict context.	15
3	Specific ceasefire monitoring experience	5
4	Proven experience in designing and undertaking similar technical needs assessments.	15
5	An in-depth understanding of military affairs and UN/UNDP role in peacebuilding, and significant leadership experience in both the military and UN/UNDP peace work	10
6	Technical Proposal	45
Total		100

G. Institutional Arrangements

- The consultant will report to the Head of UNDP's Pillar I, and work in close consultation with the Peace and Development Adviser in UN RCO as well as collaborate closely with the leadership and team of the TSC of JMC.
- The consultant will be responsible for arranging and directly covering costs of international transportation to and from Myanmar.
- UNDP is responsible for securing official approvals (visa, security clearance for field visits etc.) and will assist in facilitating meeting requests with external stakeholders (e.g. introductory letters, requests for meeting etc.) upon request.
- UNDP will arrange and finance the consultant's work-related in-country air and ground travel in accordance with the agreed work plan.
- The consultant is entitled to costing daily subsistence allowance in the financial proposal for days spent outside the home-base and for work-related in-country travel not organized by UNDP.
- UNDP will provide a work-space in Yangon.
- The consultant is responsible for providing own laptop computers and mobile phones for use during this assignment,

H. Schedule of Payments

- 20% at submission and acceptance of methodology
- 40% at submission and acceptance of Draft TNA report and plan
- 40% at submission and acceptance of Final TNA report and plan

Payment: Within thirty (30) days from the date of meeting the following conditions:

- a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
- b) Receipt of invoice from the Service Provider.

The consultancy will be for a total of 53 days.



ToR approved by:

Dawn Del Rio, Deputy Country Director, UNDP

UNDP Myanmar

April 2017